

Training Coordinator Webinar
03/15/2022

Announcements

- Julie has returned from maternity leave – we are happy to have her back
 - o Give her a little time to get caught up
- We have hired Linda's replacement
 - o Tanyeka Green
 - Came from ORM
 - Has 11 years of state service
 - She is learning quickly

ILT Updates

- April and May schedule has been added to LEO
 - o Schedule includes some in-person classes
 - o Book now!

WBT Updates

- Make sure that your computers are compliant with LEO requirements (browser etc)
- Avoid taking classes on payroll Mondays and Tuesdays
- Wait 24 hours for credit to show up before contacting us

TC Mailbag

- My employees aren't getting emails to register for their virtual course. What do I do?
 - o Make sure they have their correct email in LEO
 - o If they haven't received the link by 2 pm the day prior let us know
 - DO NOT wait until the morning of class
 - Instructors do not have their email open so they will not see the email
 - Email Julie.Miller4@la.gov